

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: Process Help Handbook Users

From: Jim Jones, Director
Bureau of Eligibility Management

Re: **Process Help Release 06-03**

Release Date: May 8, 2006 – Training
June 5, 2006 – Production

Effective Date: June 5, 2006

EFFECTIVE DATE

The following process additions or changes are effective 5/08/06, unless otherwise noted. **Bold text in the new process section denotes new text. Text with a strike through it in the old process section denotes deleted text.**

Changes

1.2.1 Case Processing> Pre In-take Process> Request for Assistance> Medicaid

The following additional method of applying for Medicaid has been added:

4. On-line: A customer can complete the 'Set my filing date' criteria or complete and submit an ACCESS On-Line Application. The filing date is the date the request to set a filing date or an application is received in the agency electronically.

1.2.2 Case Processing> Pre In-take Process> Request for Assistance> FoodShare Wisconsin

The following additional method of applying for FoodShare Wisconsin has been added:

4. On-line: A customer can complete the 'Set my filing date' criteria or complete and submit an ACCESS On-Line Application. The filing date is the date the request to set a filing date or an application is received in the agency electronically.

1.4.7 Case Processing> Pre In-take Process> Client Registration Instructions> Client Registration for a Mail In Application

This entire section on how to complete Client Registration for a Mail In Application has been added.

1.4.8 Case Processing> Pre In-take Process> Client Registration Instructions> Client Registration for an ACCESS On Line Application

This entire section on how to complete Client Registration for an ACCESS On Line Application has been added.

1.7 Case Processing> Pre In-take Process> Mail In Data Entry pages

This section on how to complete the new Main In Data Entry pages has been added.

**2.3.1 Case Processing>
Intake> New Applications>
Process Mail In or ACCESS
Application for an Individual
not known to CARES**

This entire section on how to complete process a Mail In or ACCESS Application has been added.

**2.3.2 Case Processing>
Intake> New Applications>
Process Mail In or ACCESS
Application for an Individual
on a closed case**

This entire section on how to complete process a Mail In or ACCESS Application has been added.

**3.1 Case Processing>
Ongoing Case Management>
Newborn (Baby) Add**

The order used to add a newborn to a case has been corrected. The pregnancy should be ended first before navigating to the Absent Parent page.

66 Other> Inbox

This section on accessing and searching for items with in the Inbox has been added.